

TOWN OF ACTON
BOARD OF SELECTMEN

POLICY NO. 4012.0

Date of Adoption 7/14/87

Subject: Reappointment Policy for appointed members on town boards, committees and commissions.

1. Need for this policy: The Board of Selectmen should have published guidelines in order to deal in a uniform manner with reappointment of members currently serving on town boards, committees and commissions.
2. Objective of this policy: To clearly prescribe the procedures that will be used by the Volunteer Coordinating Committee and the Board of Selectmen in dealing with reappointment requests.
3. Projected impact of this policy: It is anticipated that adoption of this policy will eliminate the need for circumvention of the existing procedures used by the Volunteer Coordinating Committee in the areas of interviewing, recommendations, appointments and reappointments. It is further anticipated that implementation of this policy will allow greater participation of citizens in volunteer government by creating turnover within the boards, committees and commissions.

4. Statement of Policy:

A. Automatic Reappointments

- (1) An appointed regular member of any town board, committee or commission may request automatic reappointment for additional terms if such term would not result in more than six consecutive years in that position. The request must be made to the Volunteer Coordinating Committee by March 1 of the year when the term ends. If the incumbent has requested non-reappointment, the decision is final on March 1.
- (2) If the regular terms of appointment are for more than three years (such as Planning Board - 5 years), two consecutive terms may be requested. (total 10 years)
- (3) If the regular terms of appointment are for one year (such as Council on Aging), five automatic reappointments may be requested. (total 6 years)
- (4) An appointed member who completes more than half a term will be considered as serving a full term.

(5) Alternate and associate members will be appointed for 1 year terms, and may request 11 additional reappointments to allow a total of 12 years of service.

(6) If a full member retires after serving his/her maximum allowable term and wishes to become an associate or alternate member then he/she must take a one year waiting period before requesting appointment to the same board as an associate or alternate member.

B. Procedure for filling vacancy

(1) In anticipation of the expiration of the final term, the vacancy will be advertised by the Volunteer Coordinating Committee and all applicants will be considered.

(2) The VCC will conduct interviews with all candidates and make recommendations for appointments to the Board of Selectmen.

(3) If no other candidate is available for a position where a regular member would ordinarily be "retired", the incumbent may apply for reappointment by filling out a citizen information sheet and submitting it to the VCC for processing, and could be reappointed at the discretion of the Board of Selectmen.

(4) The Board of Selectmen will continue to interview, as a Board, candidates for regular, alternate and associate membership who have been recommended for first time positions on the Board of Health, the Conservation Commission, the Board of Appeals, the Planning Board and the Volunteer Coordinating Committee. It will be their option to interview any reappointment members for these same committees.

C. Waiting Period

(1) Any person to whom this "retirement" provision applies may apply for appointment to another board or commission without a waiting period or, after a one year waiting period, may apply for a new appointment to the same board or commission on which they formerly served.

D. Exceptions to this Policy

(1) Requests for exceptions to this policy may be made by the Volunteer Coordinating Committee to the Board of Selectmen as long as the reasons are clearly stated in writing to the Board at the time the recommendation for appointment/reappointment is made.

(2) If the "retired" member is reappointed by the Board of Selectmen, then the term assigned to the member will be considered a final term in which case the procedure in section 4.B will then apply at the completion of the term.

(3) The Volunteer Coordinating Committee will give committee chairs an opportunity to comment on the desirability of automatic reappointment for any of their members especially as it relates to attendance and performance of duties.

(4) If deemed appropriate, the VCC may recommend to the Board of Selectmen that an automatic reappointment be denied to any given town board member, based on input they have received from that committee chair or other committee members.

(5) It should be understood that the Board of Selectmen may also make exceptions to this policy when it is determined to be in the best interest of the town. They will report their reasons to the Volunteer Coordinating Committee Chair prior to taking action on the appointment.

E. Removal of Town Board Members Before the Completion of Full Term

(1) The Board of Selectmen, by majority vote, may request the resignation of any member of a town board, committee or commission before the completion of his/her term. Possible reasons for such a request could include but are not limited to: attendance problems, conflict of interest and unsatisfactory performance of duties. Such a request will not normally be made until the affected member has been granted an interview in executive session, unless waived.

(2) If the resigned committee member wishes to reapply for appointment to any town board, he/she may do so after the proper waiting period as per section 4.C.1.

(3) If the member refuses to resign voluntarily, he/she may, after appropriate proceedings, be removed by the Board of Selectmen

5. Means by which this policy shall be implemented:

This policy shall be implemented by the Board of Selectmen with the cooperation of the Volunteer Coordinating Committee.

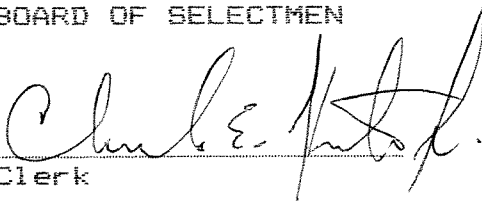
6. Effective date of this policy and implementation target date:

This policy will be effective immediately upon adoption by the Board of Selectmen under the procedures set forth in Policy 1000.0.

7. Date on which the policy shall expire:

May 1, 1993

BOARD OF SELECTMEN



Clerk

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